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TO: REGULATIONS CONTROL STAFF, Room 126

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CONCURRENCE SHEET

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PROPOSED ISSUANCE: Training at Non-CIA Facilities under
Public Law 110, Standards Pertaining to
External Training
Draft dated 31 January 1955

CONCUR:

- (a) Substance
- (b) Classification
- (c) Distribution



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SA/DD/S

Office

4 February 1955

Date

COMMENT:

Although it may not be called for in a Regulation in the Training series, is it appropriate to inquire about such matters as the requirement that the status of each individual applying for external training must be attested to by the Security Office? Or that supervisors signing off on such external training requests must certify that there are no special security or cover problems involved for the person applying?

I assume that the references to "Major Components" will be changed to reflect the recent reorganization in the Agency. Also, I believe you will find that the External and Language Training Division, OTR, has been re-named "Language and External Training School."

(Job #873-IH)

Also, specifically, Section 3.d seems redundant, in view of the same statement made in Section 3.c. Again, the term "Career Service Board," used in Section 4.a, should be changed to "Career Board."

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NOTICE

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TRAINING AT NON-CIA FACILITIES UNDER PUBLIC LAW 110
STANDARDS PERTAINING TO EXTERNAL TRAINING

1. PURPOSE

This notice is published for the information and guidance of training officers, supervisors, and others responsible for selection of persons to be nominated for training at non-CIA facilities. It is a summary of current standards pertaining to the administration of external training programs under

2. GENERAL

The CIA Career Council is responsible for the allocation of Career Development Slots required for the activation of many external training programs and is particularly concerned that administration of external training programs be consistent with the over-all objectives of the career program of the Agency as established by R and

3. STANDARDS

The following standards apply to all training of Agency personnel at non-CIA facilities:

- a. To be considered for training at non-CIA facilities, individuals must be able to meet the academic requirements, standards, and prerequisites of the institution and of the particular program concerned.
- b. Training at non-CIA facilities will be extended only to individuals who are members of the Career Staff or have indicated intent to seek Career Staff status as soon as they are eligible. The individual's intent to make a career of service with CIA must be recorded in item #23 on CIA Form No. 51-133, Request for Training at Non-CIA Facilities.
- c. The Director of Training will recommend assignment of Career Development Slots by the Career Council only for those individuals: (1) whose qualifications indicate high probability of maintaining at least minimum standards of performance in the training program, and (2) are members of the Career Staff, or (3) who have completed 3 years of service and have submitted applications for Career Staff status which have not been disapproved.

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- d. The Director of Training normally will approve training only for individuals whose qualifications indicate high probability of maintaining acceptable standards of performance in the training program.
- e. The minimum standard of performance currently required of individuals in training at non-CIA facilities is a performance rating averaging "B", "80%", "Satisfactory," or the equivalent.
- f. Individuals who fail to maintain at least minimum standards of performance in training programs at non-CIA facilities will be placed on "probation," and unless such standards are met by the next grade-report period, will be terminated. Consideration for reinstatement in the training program will require an acceptable grade-report of personally-financed training to the extent of six credit hours or the equivalent. Training directly essential to the current or projected job assignment of the individual may be excepted from the foregoing whenever the requesting office demonstrates to the satisfaction of the Director of Training that the benefits from less than minimum acceptable performance in training will be adequate for satisfactory performance on the job.
- g. The Director of Training will not authorize academic training programs (1) in which thesis-writing for the purpose of meeting degree requirements is the major activity, or (2) which includes collateral academic work required solely to qualify for degree-candidate status or solely to meet degree requirements.
- h. The Director of Training normally will not authorize off-duty hour academic training that earns in excess of .375 credit hours per week or the equivalent, i.e., six credit hours per normal 16-week semester, etc.
- i. Whenever the Director of Training finds that the best interests of the Agency will not be served by adherence to these standards, he will authorize such exceptions or modifications as are necessary and appropriate.
4. The following additional standards apply to full-time training of Agency personnel at non-CIA facilities:

Definition: Full-time programs are defined as those which require the trainee to be relieved from his normal duties 40 hours per week for seven or more successive weeks.

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- a. All requests for full-time training must be endorsed and recommended by the Operating Officials* designated by the Chiefs of Major Components to exercise responsibilities fixed in paragraph 2a(3) of R [] Full-time external training should be proposed only when pertinent to the present or a specific future assignment of an individual whom the Operating Official believes will make a career of service with CIA. Before endorsing such requests the Operating Official should discuss the matter candidly with the individual and should be afforded the advice and guidance of the Career Service Board. During the absence of an Operating Official the endorsement and recommendation of the official designated as Acting Assistant Director or Acting Chief will be accepted.
- b. Prior to approval, all requests for full-time training will be reviewed by a qualifications review panel established by the Director of Training for that purpose. A qualifications review panel normally will include the Chief, External Language and Training Division; the Chief, Assessment and Evaluation Staff; the Security Officer, Office of Training; and such supervisors and/or division chiefs and Training Liaison Officers as are concerned and appropriate in each case.

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* Operating Officials as used in this regulation includes the Assistant Directors of the Office of the Deputy Director (Intelligence), the Chiefs of Administrative Offices of the Office of the Deputy Director (Administration), the Chiefs of Staffs and the Area Divisions of the Office of the Deputy Director (Plans), the Assistant Director for Communications, and the Assistant Director for Personnel.